

IT Planning User Handbook for FY 2007

Background

An annual submission of an agency IT plan is required of all state executive agencies by Arizona Revised Statutes by September 1st. A.R.S § 41-3504(A (1(f))) gives GITA responsibility for review, "evaluation and either approval or disapproval of all budget unit IT plans" required to be submitted under ARS § 41-3504 (A (1)). This statute indicates "IT plans include quality assurance plans and disaster recovery plans". To that end, GITA has developed web applications for agencies to report their IT plans online.

All agencies are required to complete an IT plan as referenced by the Statewide Policy P136 on IT planning. Streamlined IT plans and compliance reporting are available for the Group 2 agencies, boards and commissions using the Technology Infrastructure & Standards Assessment (TISA) application at www.azgita.gov/apps/. The Group 1 agencies, those with major IT expenditures and/or possessing critical business processes, continue to use Planning Application for Reporting IT Strategy (PARIS) for their strategic IT planning located at the same website location mentioned above.

Purpose of Statewide IT Planning

The purpose of strategic IT planning is to establish strategic IT goals and a process to improve business goals for each agency. The vision is to move all agencies toward an overall more integrated statewide enterprise. IT plans should be focused on:

- Ensuring that the agency's IT direction supports its business direction;
- Improving integration between the agency's Information Technology tools and its business;
- Communicating among the agency's constituents, employees, and stakeholders about the capabilities of IT to add value to both agency products and services.

Additionally, the IT plan should also support the statewide IT direction by:

- Addressing the statewide strategic IT goals;
- Leveraging shared statewide IT resources;
- Ensuring IT implementations follow the Enterprise Architecture standards at www.azgita.gov/policies_standards/ [P700 and 800 series, and S700 and 800 series].

For FY2007 IT Planning, GITA is continuing to focus on more measurable strategic IT plans. Emphasis on agency adherence to statewide policies and standards produces statistics allowing GITA to track statewide trends across agencies and, hence develop a more cohesive policy based on the current status of agencies and their technology needs. For a precise definition of trends, issues, goals and objectives, refer to the Governor's Office for Strategic Planning and Budgeting's *Managing for Results - Strategic Planning and Performance Measurement Handbook* located at www.ospb.state.az.us/handbook.htm

Getting Started

A username and password is required for access to the GITA online web applications supporting IT planning, PARIS and/or TISA. An agency may obtain a username and password from GITA by contacting the GITA IT Planning Manager at either (602) 364-4784 or ITplanning@azgita.gov.

Features of IT Planning Applications (PARIS & TISA)

Once the user logs onto the correct application, the appropriate IT plan for their agency will be displayed. Last year's IT plan has been rolled over and is ready for completion of this year's target performance measures (as it has been in years past). In addition, once the self-assessment IT standards survey is taken, the agency may need to include gap closure plans as part of next year's IT goals and objectives.